



Laura Pomerance <records@nctq.org>

Reduced ORR Request: University of Minnesota-Twin Cities

1 message

Stephanie Zoz <records@nctq.org>

Thu, Mar 8, 2012 at 2:25 PM

To: jqum@umn.edu

Dear Dr. Quam:

In an October 27th email addressed to you, I requested a number of documents pursuant to the Minnesota Public Records Law. I greatly appreciate the assistance you and your staff have provided with this request and the estimate of costs you provided.

When we received your initial estimate, we were surprised by the high cost assessed for collecting and reviewing documents. We want to make sure you are aware of how your estimate compares to others we have received and give you the benefit of typical hours and costs for other institutions to fulfill this request. We are requesting that you review your previous estimate, keeping this in mind:

- The average number of hours it took the first 200 institutions to complete our request was 22, with some institutions taking as little as five hours.
- The average hourly charge for the first 200 institutions fulfilling our data request was \$21.06. While we recognize that senior staff will want to carefully review any materials before sending them on to us, most of the data collection can be conducted by administrative staff working at a lower level of compensation.

We now wish to replace our request with a reduced one. I therefore write to you to submit a new request superseding our October 27, 2011 request to the University of Minnesota-Twin Cities.

Pursuant to the state open records law, Minn. Stat. Secs. 13.01 to 13.99, I write to request access to and copies of the following documents maintained by University of Minnesota - Twin Cities:

For items 1-5, we request syllabi that students actually receive from their professors, not general course outlines that may form the basis for the syllabi of sections taught by different professors. In addition, when we ask for "required" coursework, we mean courses specifically included in the minimum course of study for specified programs. If a course is in a list of options that students may choose from to fulfill a credit category requirement, we do not consider that course required.

1. For the attached list of courses (Appendix A), a syllabus for *one* section of each course offered during the 2010-2011 school year, not including summer sessions, unless the course is only offered during the summer.
2. For any *math courses not included* in Appendix A that students in the following programs are required to take, a syllabus for *one* section of each course offered during the 2010-2011 school year, not including summer sessions, unless the course is only offered during the summer.
 - M.Ed/Initial Licensure Program in Elementary Education for G - Elementary (K-6) Certification
3. For any courses focused on the use of assessment not included in Appendix A that students in the

- M.Ed/Initial Licensure Program in Elementary Education for G - Elementary (K-6) Certification
- M.Ed/Initial Licensure in Subject Matter Education for G - Secondary (5-12) Certification

4. For the included list of early reading courses (Appendix B) that students in the following programs are required to take, a syllabus for every section of each course offered during the 2010-2011 school year, not including summer sessions, unless the course is only offered during the summer.

- M.Ed/Initial Licensure Program in Elementary Education for G - Elementary (K-6) Certification

5. For any courses focused on early reading instruction *not included* in Appendix B that students in the following programs are required to take, a syllabus for every section of each course offered during the 2010-2011 school year, not including summer sessions, unless the course is only offered during the summer. We are not requesting courses in children's literature that focus exclusively on introducing candidates to the genres and history of children's literature.

- M.Ed/Initial Licensure Program in Elementary Education for G - Elementary (K-6) Certification

For items 6-13, we request documents relevant to the programs specified below. If any of these programs share materials, only one copy of each relevant document is needed. For programs leading to secondary certification, we are only requesting information relevant to certification in core subjects (English/language arts, Mathematics, any or all fields of Science, any or all fields of Social Studies).

- M.Ed/Initial Licensure Program in Elementary Education for G - Elementary (K-6) Certification
- M.Ed/Initial Licensure in Subject Matter Education for G - Secondary (5-12) Certification

6. A blank copy of any letter, or other document, which is sent to principals or districts specifying minimum criteria for cooperating teachers and/or explaining the process by which cooperating teachers are provided.

7A. A blank copy of any forms or applications which principals or districts return to you to provide information about cooperating teachers.

7B. A blank copy of any forms or applications completed by prospective cooperating teachers and returned to you.

8A. Lesson and/or unit planning templates that teacher candidates are required to use during student teaching, and the rubrics that are used to grade them.

- 8B. Rubrics that are used to grade any culminating assignments for teacher candidates, such as exit portfolios or teacher work samples.
9. A list of K-12 schools that are used for field placements and/or student teaching.
10. Syllabus for the student teaching course and/or accompanying seminar course.
11. A blank copy of any survey instruments used to poll alumni regarding preparation and job status.
12. A blank copy of any survey instruments used to poll employers of alumni, such as principals or districts, on the classroom performance, evaluation, and/or retention of alumni.
13. Degree plans (also known as advising plans or 4-year plans.)

I request that you produce this material in electronic format whenever possible.

If you find that the same document meets more than one of the categories of documents listed above, please transmit (or when electronic delivery is not possible, submit) a single copy of the document and note to which categories it corresponds.

If University of Minnesota - Twin Cities does not maintain these public records, please let me know who does and provide the proper custodian's name and address.

If University of Minnesota - Twin Cities chooses to deny this request, or any part thereof, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Additionally, if you claim that certain documents contain both exempt and non-exempt material, please provide all segregable non-exempt portions of otherwise exempt material and identify the material which is being withheld as exempt.

Thank you in advance for your assistance. Please do not hesitate to contact me if you have any questions.

Sincerely,

Stephanie Zoz
Policy Analyst
records@nctq.org
(202)393-0020 x115

Appendix A

Provide the syllabus for ONE section of every course. If a course below is a Secondary methods course, please provide a syllabus for every section of the course if the methods course is grade-level specific, like 'Teaching in the High School'. If the course is subject specific, like 'Teaching High School Mathematics', please upload only one syllabus.

Course Number	Name
CI 5821	Teaching Mathematics in the Elementary School

CI 5741	Introduction to Social Studies Education
CI 5742	Advanced Methods of Teaching the Social Studies
CI 5743	The Social Sciences and the Social Studies
CI 5746	Global and Multicultural Education in the Secondary Classroom
CI 5745	Engaging Youth With Social Studies Texts
CI 5762	Developing Civic Discourse in the Social Studies
CI 5111	Introduction to Elementary School Teaching
EDHD 5001	Learning, Cognition, and Assessment

Appendix B

Provide the syllabus for EVERY section of every course.

Course Number	Name
CI 5425	Reading Instruction in the Elementary Grades
CI 5426	Language Arts Instruction in the Elementary Grades
CI 5645	Teaching English Learners in the Elementary Classroom